



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

REVENUE AND BUDGET MANAGER, HEALTH AND HUMAN SERVICES AGENCY

Class No. 002534

■ CLASSIFICATION PURPOSE

Under general supervision, to plan, organize, and direct the Health & Human Services Agency (HHSA) budget and finance activities, and claims for revenue; to supervise professional staff; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Revenue & Budget Manager, HHSA is a one-position management class allocated only to the Health and Human Services Agency (HHSA). This position provides financial management, analysis, budget preparation, and claims for revenue specific to health and social services activities. This class reports directly to the Finance Director, Health & Human Services Agency.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs the budget process of the Health & Human Services Agency (HHSA) by supervising professional staff that monitors HHSA expenditures.
2. Interprets state laws, regulations, and allocation letters.
3. Performs financial analysis and strategic planning.
4. Interprets the county budget instructions for HHSA management.
5. Reviews and supervises the analysis of data presented by management to justify requests in the budget document.
6. Researches budget referrals or requests for information from the Board of Supervisors, and reviews responses prepared for the Director, HHSA and/or the Chief Administrative Officer's signature.
7. Prepares cost reduction proposals and develops strategies for management review.
8. Supervises the development and documentation of the agency's multi-year financial forecast.
9. Supervises the development and documentation of the line item and program budgets.
10. Ensures that revenues are maximized and withstand state and federal audits, and that the county's cost is minimized.
11. Assists in the development of the HHSA's legislative program.
12. Prepares reports.
13. Conduct revenue projections.
14. Conducts special studies as needed.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
16. Prepares budget.
17. Conducts analyses and oversees the State revenue claim expenditures process.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- State and federal laws, regulations, and rules applicable to Health and Human Services program operations and expenditure reimbursement.
- Principles of management, supervision, and administration.
- Governmental accounting.
- Budgetary principles and procedures.
- County government organization.
- State program revenues and claim processes.
- Record keeping.
- Audit principles and procedures.
- Statistics and application of statistical methods.
- Principles of public administration.
- Principles of planning and program development.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Communicate clearly and concisely in verbal and written form.
- Research, compile, analyze, interpret, and disseminate data and information.
- Prepare comprehensive reports and recommendations.
- Read and interpret complex documents, legislation, and policies.
- Supervise, train, and motivate professional and clerical subordinates.
- Work independently on a wide variety of tasks.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: A bachelor's degree from an accredited four (4) year college or university with a major in accounting, business, public administration, or a closely related field, AND five (5) years of progressively responsible accounting/analytical experience in a local government. Specialized training in economics, statistics, or problem solving is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: bending of neck, sitting, use of dominant hand, repetitive use of hands, simple grasping with hands, power grasping with hands, fine manipulation with hands, pushing and pulling with hands, reaching above and below shoulder level. Occasional: walking, standing, bending and twisting of waist, twisting of neck and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: March 23, 1999
Reviewed: Spring 2003
Revised: May 5, 2004

Revenue and Budget Manager, Health and Human Services Agency (Class No. 002534) Union Code: MA Variable Entry: Y